



To: All permit holders

We are now beginning the fourth month of our seasonal permits for 2011-2012 and we hope you are enjoying your recreational activities in our Peel District School Board facilities. It has become necessary to remind you and ask you to address the following items with your coaches and parents:

- All coaches and parents should Review the Peel Board Rules and Regulations for Permit Holders available on www.peelschools.org/rentals/rentals.htm.
- It is also the responsibility of each group leader or coach to review and understand the Fire Safety policies and procedures available on www.peelschools.org/rentals/rentals.htm.
- Outside gym doors may never be propped open. This is a security/safety concern.
- Everyone must enter and exit only through the door assigned by school.
- Wet boots and shoes are not to be worn in the gym. They should be left in an area designated by the custodian.
- Coaches and leaders should arrive 10 minutes before the permit starts and encourage parents to not drop off their children too early. We must ensure there is adult supervision by the permit holder at all times.
- For youth permits - 2 parents may act as volunteers to help set up and assist. One should be at the outside door to let participants in and the other should supervise children going to and from the washroom and back to the permitted space. This will avoid youth wandering, running and or playing where they shouldn't be. All other parents should drop off and pick up their children and not wait at the school.
- Please adhere to the start and end time of your permit. Your group is expected to enter and exit during those times.
- Any tournaments that will be held over and above your regularly scheduled seasonal permits will require a separate permit with additional insurance for the event.
- Any permit change or cancellation requests are required in writing and must be emailed to the Rentals Office Assistant in charge of that specific school to ensure accuracy.
- We will relay any permit cancellation notices from schools to the permit holder as soon as the information is available to us. This will be communicated both by phone and email to the permit holder. This will give you as much time as possible to alert your participants.

Thank you for your assistance.

Karen

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